

City of  
**EDMONDS**  
Washington

**WWTP PRE-TREATMENT TECHNICIAN**

<b>Department:</b>	Public Works – Wastewater Treatment	<b>Pay Grade:</b>	<b>L</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	WWTP Manager

**POSITION PURPOSE:** Under general supervision, responsible for conducting regional compliance inspections; monitoring dischargers, determining discharge classification; maintaining tracking system; conducting sampling and reporting programs and developing and implementing compliance and education programs for the service area to the Edmonds Wastewater Treatment Plant. The basic function of this position is allocated at 75% of the work duties of the position. The additional 25% of work duties assigned to this position may include: safety coordination, technical writing, regulatory and technical research and training to support other activities within the department as needed.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects businesses and industries to determine nature of business, the wastewater generating process and the magnitude, type and impact of waste produced; initiates enforcement action and designs, implements and maintains enforcement tracking system.
- Develops, implements and maintains a regional oil and grease prevention program including: collection sampling and customer education, and develops public education materials including production of written documents, newsletter articles and brochures.
- Coordinates and communicates with other local agencies regarding pre-treatment issues within their jurisdictions; provides technical assistance to builders, developers and businesses on discharge requirements and pretreatment options.
- Reviews Industrial Discharge permits for compliance; makes recommendations to management, reviews monitoring reports to ensure compliance and maintain Industrial permits; records, reports and communicates with the Department of Ecology regarding pre-treatment issues as necessary.
- Collects composite and grab samples from regional wastewater collection system and investigates odor complaints and high strength sewage issues.
- Conducts laboratory tests on samples for temperature, pH, BOD, COD, TSS and Chlorine Residual and coordinates with contract laboratories for priority pollutant metals, oil and grease and other analyses.
- Schedules and conducts flow monitoring, gathers, collects and reports information and finding; maintains and services field equipment and tools.
- Conducts research and may assist with technical writing or review of in-plant documentation for the WWTP pertaining to: pre-treatment, environmental, regulatory compliance, safety or training needs.

## **JOB DESCRIPTION**

### **WWTP Pre-Treatment Technician**

#### **Required Knowledge of:**

- Operations, services, and activities of a City Public Works' Department.
- Wastewater treatment plant equipment and processes, solids handling and disposal regulations.
- Industrial pretreatment processes.
- Laboratory procedures and practices and sampling techniques.
- Applicable City ordinances, policies and standards, including: Uniform Plumbing Code, Pre-treatment Coordinators listserv, WISHA safety standards, Pre-treatment Trade Association and industry standards.
- Federal and State laws, rules and regulations related to pre-treatment and discharge of industrial waste.
- Computer software applications utilized for tracking and managing pre-treatment programs and treatment plant processes to include Microsoft Office Suite.
- Health and safety standards, rules and regulations.
- Hazardous chemical handling and disposal requirements.
- Operations and maintenance requirements for collection systems.

#### **Required Skill in:**

- Training and providing work direction to others.
- Protecting the health and safety of personnel, the public and the environment.
- Operating a variety of hand tools, machinery, vehicles and equipment.
- Communicating technical information clearly and concisely both orally and in writing.
- Interpreting, analyzing and applying new technical information.
- Working independently with little direction.
- Determining appropriate action within clearly defined guidelines.
- Observing health and safety regulations.
- Maintaining records and preparing reports.
- Using programmable samplers.
- Reading, understanding and interpreting engineering drawings, plans and maps.
- Using computer and related software applications.
- Operating laboratory, field sampling and flow monitoring equipment.
- Establishing and maintaining effective interpersonal relationships with all organizations levels, customers and the public.
- Communicating effectively with co-workers, supervisor, business owners, regulatory agencies, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Any combination equivalent to: graduation from high school supplemented by course work in wastewater subjects and two years' experience in pre-treatment conducting inspections, permits monitoring and sampling of industrial pretreatment processes. Experience and/or education to show demonstrated ability to acquire knowledge of applicable safety regulations related to wastewater systems, health and safety standards required.

**Preferred Education and Experience:** Bachelor's degree in Environmental Science or college level coursework in a related field such as Engineering Technology, Biology or Physical Science and any combination of 4 years' experience administering a pre-treatment program, technical writing, technical training or safety coordination

## **JOB DESCRIPTION**

### **WWTP Pre-Treatment Technician**

#### **Required Licenses or Certifications:**

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.
- Working in a confined or classified space.

##### **Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of grounds equipment and power and hand tools.
- Operating a computer keyboard or other office equipment.
- Reading a variety of materials and instruments and possess close vision, far vision, side vision, depth perception, night vision and color vision.
- Ascending/descending ladders.
- Lifting/ carrying or otherwise moving or transporting heavy objects frequently up to 50lbs.
- Sitting/standing or otherwise remaining in a stationary position for extended periods of time.
- Walking or otherwise moving over rough or uneven surfaces while performing inspections and investigations.
- Performing repetitive motions, including: balancing, stooping, kneeling, bending, crouching, crawling, reaching overhead, above the shoulders and horizontally and standing, pushing, pulling and using stairs.
- Working in tight spaces.
- Ability to wear appropriate personal protective equipment based on required City Policy.

##### **Hazards:**

- Exposure to chemicals, used in Wastewater treatment such as: Sodium Hypochlorite, Caustic Soda, Bisulfate, Polymers, Clay, Lime and Carbon.
- Exposure to raw and treated sewage, odors associated with sewage treatment, high heat and moving equipment.
- Exposure to cleaning chemicals, herbicides and dust.
- Working at heights using ladders and structures
- Working around and with sometimes noisy machinery having moving parts
- Exposure to slippery surfaces and damp spaces while cleaning in and around equipment.
- Exposure to electrical power supply.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_